

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: April 17, 2002

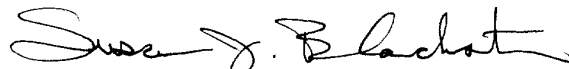
PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through March 31, 2002.

FUNDING: None required.


Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____


H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2001 through March 31, 2002

| Date | Vendor | Description | Amount | Balance |
|----------|----------------------------|---|--|--|
| | | | | <i>Starting Bal.</i> <i>\$22,000.</i> |
| 07/17/01 | Lodi Flower | Hank Glaves Memorial Service Wreath (purchased by the City Manager's Office) | 328.95 | |
| 07/25/01 | Lodi Library Foundation | Fundraiser Dinner 9/29/01 – Table for eight (expenditure directed by City Manager) | 400.00 | |
| 08/03/01 | Staples | 8/23 Volunteer Recognition Dinner – Program Paper | 96.65 | |
| 08/03/01 | Arthur's Party World | 8/23 Volunteer Recognition Dinner – Shredded Iridescent Paper for Table Decoration | 23.65 | |
| 08/08/01 | Village Flowers | Funeral Arrangement for Tony Goehring's father | 60.15 | |
| 08/08/01 | Staples | 8/23 Volunteer Recognition Dinner – Invitation Paper | 29.51 | |
| 08/13/01 | Ross | 8/23 Volunteer Recognition Dinner – Grape Plates x 4 for Registration Table | 15.01 | |
| 08/17/01 | Port City Floral Wholesale | 8/23 Volunteer Recognition Dinner – Grapes / Table Decorations | 72.00 | |
| 08/18/01 | Michael's | 8/23 Volunteer Recognition Dinner – Foil Doilies for Table Decorations | 24.09 | |
| 08/21/01 | Village Flowers | Get Well Arrangement for Police Partner Margie Buck | 44.03 | |
| 08/21/01 | Port City Floral Wholesale | 8/23 Volunteer Recognition Dinner – Grapes / Table Decorations | 94.70 | |
| 08/23/01 | Hutchins Street Square | 8/23 Volunteer Recognition Dinner – Security, 3 guards x 4.5 hrs. | 180.00 | |
| 08/23/01 | Gary's Signs | Two City Council reusable banners for Grape Festival Parade Vehicle | 339.55 | |
| 08/23/01 | Village Flowers | 8/23 Volunteer Recognition Dinner – Head Table Floral Arrangement | 97.78 | |
| 08/23/01 | A Touch of Mesquite | 8/23 Volunteer Recognition Dinner – Catering Service Balance of Cost (Note: Paid \$4,287.50 advance on 6/28/01) | 1,225.00 * -931.00 (38 guests of honorees pd) Bal. \$294.00 | |

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| 08/23/01 | Lodi Visitor's Center | 8/23 Volunteer Recognition Dinner – Guest Speaker Gift | 79.55 | |
| 08/24/01 | * Deposit to Protocol Account | 8/23 Volunteer Recognition Dinner – 38 Guests of Honorees x \$24.50 | | + 931.00 |
| 09/06/01 | Carrot Top Industries | 250 U.S. Flags for Grape Festival Parade | 90.00 | |
| 09/07/01 | Walgreens | 8/23 Volunteer Recognition Dinner – Candy for registration desk | 15.00 | |
| 09/24/01 | Lakewood Drugs | City of Lodi Afghan – Gift to thank Sister City for preliminary arrangements toward visit that was canceled (also sent wine) | 60.15 | |
| 09/24/01 | Mail Boxes, etc. | Packaging for gift to Japan | 22.16 | |
| 09/24/01 | U.S. Post Office | Mailing package to Japan | 56.55 | |
| 10/03/01 | Village Flowers | Funeral arrangement for family of Gerald Hughes | 60.15 | |
| 10/04/01 | Costco | Refreshments for 9/19 Lodi Lake Phase I Dedication | 146.64 | |
| 10/04/01 | Guiffra's | Rental of tables and chairs for 9/19 Lodi Lake Phase I Dedication | 136.00 | |
| 10/05/01 | Smart & Final | Table coverings & candy for 9/30 Celebration on Central Event | 47.84 | |
| 11/13/01 | Longs | Town Hall meeting 10/25/01—Water experts guest speakers gifts | 129.43 | |
| 11/20/01 | Gary's Signs | Two 3x5' reusable vehicle banners for Mayor | 339.55 | |
| 11/20/01 | Wine Country Catering | 12/5/01 City Council annual reorganization reception | 850.00 | |
| 11/21/01 | Sweet Express | 50% advance for 12/2/01 Katakian Park Dedication catering service | 350.00 | |
| 11/26/01 | Travis Catering | 12/12/01 annual employee recognition holiday open house – catering service | 809.48 | |
| 11/27/01 | Lasting Impressions | Outgoing Mayor and Community Service Awards | 202.15 | |
| 12/06/01 | Touch of Mesquite (Catering Services) | 11/29/01 Special City Council Luncheon meeting with Senator Poochigian | 829.90 | |
| 12/11/01 | Staples (reimbursement to Jennifer Pinnell) | 12/02/01 Katakian Park Dedication – film, batteries, invitations | 18.45 | |
| 12/11/01 | Sweet Express | 12/02/01 Katakian Park Dedication – Balance of catering service | 375.62 | |
| 12/11/01 | Longs | 12/5/01 City Council annual reorganization reception – two candles and wreaths | 15.01 | |

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| 12/11/01 | Rollin in Dough | 12/12/01 annual employee recognition; off-site facility employees (19 dozen cookies) | 183.00 | |
| 12/11/01 | Gallery Cards | City employee Christmas cards from Council | 472.63 | |
| 12/27/01 | Lakewood Liquors (reimbursement to Jackie Taylor) | Ice for 12/5/01 City Council annual reorganization reception | 5.00 | |
| 01/10/02 | Rollin in Dough | Refreshments for 01/10/02 Business Council of San Joaquin County -- Smart Growth Task Force meeting at HSS | 20.50 | |
| 01/09/02 | St. Christopher Catholic Church Bldg. | Donation on behalf of Galt Mayor Tony Gora -- family requested in lieu of flowers (from Council at request of Mayor Pennino) | 50.00 | |
| 01/10/02 | Longs (reimbursement to Myrna Wetzel) | Ice for 01/10/02 Business Council of San Joaquin County -- Smart Growth Task Force meeting at HSS; and sympathy card | 7.00 | |
| 02/01/02 | City of Lodi (Finance Dept.) | Four (4) City pens, given as favors related to 2-2-02 CVW auction dinner | 52.68 | |
| 02/11/02 | Guild Cleaners | Dry cleaning of table linens for 2-2-02 CVW auction dinner | 56.03 | |
| 02/13/02 | Janet Hamilton | Mileage reimbursement (150 miles) related to 2-2-02 CVW auction dinner | 54.75 | |
| 02/13/02 | Albertson's, Wal-Mart, Target, Raley's, Tuxedos (reimbursement to Janet Hamilton) | plastic bags, candles, flowers, garment rental, misc. decorations and favors related to 2-2-02 CVW auction dinner | 132.51 | |
| 02/19/02 | City of Lodi (Finance Dept.) | Five (5) City cups, Five (5) City pens related to 2-23-02 General Mills auction dinner | 81.55 | |
| 02/26/02 | City of Lodi (Community Center) | Sampler Gift Box for New York Firefighter visit | 25.00 | |
| 03/06/02 | Elite Sedan | Winery Tour for New York Firefighter visit | 275.00 | |
| 03/06/02 | Mail Boxes, etc. | Packing materials/shipping gifts for New York Firefighter | 204.83 | |
| 03/08/02 | Guild Cleaners | Dry cleaning tablecloths related to 2-23-02 General Mills auction dinner | 53.15 | |
| 03/08/02 | Hazel's | 2 lg. trays appetizers related to 2-2-02 CVW auction dinner | 20.43 | |

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| 03/08/02 | Hazel's | 2 lg. trays appetizers related to 2-23-02 General Mills auction dinner | 20.43 | |
| 03/08/02 | Janet Hamilton | Mileage (199) reimbursement related to 2-23-02 General Mills auction dinner | 72.64 | |
| 03/08/02 | Food For Less | Liquor related to 2-23-02 General Mills auction dinner | 50.00 | |
| 03/08/02 | Longs | Decorations related to 2-23-02 General Mills auction dinner | 15.48 | |
| 03/08/02 | Uniformity | Linen rental related to 2-23-02 General Mills auction dinner | 52.74 | |
| 03/08/02 | Tuxedos | Garment rental related to 2-23-02 General | 35.00 | |
| 03/08/02 | Woodbridge Winery | Wine related to 2-23-02 General Mills auction dinner | 14.33 | |
| 03/20/02 | Giuffra's Party Rental | Chair covers, sashes, napkins, glasses related to 2-2-02 CVW auction dinner | 56.65 | |
| 03/20/02 | Giuffra's Party Rental | Chair covers, sashes, napkins, glasses related to 2-23-02 General Mills auction dinner | 54.40 | |
| 03/27/02 | Paper Direct | Proclamation paper | 103.91 | |
| 03/28/02 | Longs | Bows for gift boxes | 2.48 | |
| | | | Total Expenditures: (\$8,905.82) | Ending Bal. \$13,094.18 |